

STATE OF COLORADO

COLORADO DEPARTMENT OF AGRICULTURE



Division of Plant Industry

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Organic Certification Program

627

OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE

Reviewed by _____ Date _____

Organic Crop Production Certification Questionnaire

Please fill out this questionnaire if you are requesting initial organic crop production certification or renewal. Use additional sheets if necessary. Attach current farm map(s) detailing all fields with field numbers. On the map(s), identify land use of adjoining fields (i.e., conventional crops, residential area, etc.). Other attachments include Inspection Appointment Form, Field History Sheets, applicable tests for water, soil, and plant tissue and/or residue analyses, if required.

QUESTIONNAIRE MUST BE **FULLY COMPLETED** AND TYPED OR IN **INK**

If filling the questionnaire in Adobe Reader or Acrobat - Move your mouse over a field to see any pop-up tips associated with filling in that question.
There are additional fillable fields for questions that need more information at the end of this questionnaire.

Section 1: General Information					
Applicant/Company Name (This is what will be printed on your certificate)				DBA (if applicable)	
Owner's Name:		Manager's Name:		Primary Contact's Name:	
Physical Address:		City:	State:	Zip Code:	County:
Mailing Address:		City:	State:	Zip Code:	County:
Phone: <input type="checkbox"/>		Fax: <input type="checkbox"/>		Email: <input type="checkbox"/> Check best way to contact you	
Year first certified:	List previous organic certification by other agencies:	List current organic certification by other agencies:		Do you understand the organic standards? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Year when last complete Organic Crop Production Certification Questionnaire was last submitted:					
List all crops requested for certification (this list must be complete – if needed attached additional pages)					
For re-certification, were conditions placed on your last year's certification? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what were the conditions? Were all conditions addressed?					
Have you ever been denied certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, describe the circumstances:			
Do you have any outstanding noncompliances? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what is the noncompliance(s)?			

Farm Plan Information

Please complete the table below and attach field history sheets and current maps that show all fields (organic [O], in transition [T], non-organic [C], field numbers, acres, crops planted, projected yields and projected total production. The acreages listing in this table must equal Field Histories and maps. Pastures are considered crops and must be listed on each form. The new acreage table should be completed for all acreage that your operation has not requested certification for. At least 36 months of histories are required for all fields. *attach additional sheets if needed*

Existing Acreage

Crop Requested for Certification	Organic (O) Non-organic (C)	Field Numbers	Total Acres per Crop	Projected Yield/Acre	Projected Total Production

New Acreage

Total Acres Organic: _____

Section 2: History and Eligibility

The NOP Rules require that to be eligible for certification, a site producing crops intended to be sold, labeled or represented as organic must have had no prohibited substances applied to it for at least 36 months preceding harvest of the crop.

Have you completed a three-year field history form for all sites used for organic crop production? ☐ Yes ☐ No

If no, you must complete and attach a three-year field history form for these areas.

Have you managed all areas intended for organic crop production for 3 or more years? ☐ Yes ☐ No

If no, you must attach an affidavit completed by the landowner or manager(s) of any areas not managed by you for the past 3 years.

Are all fields requested for certification located at the main farm address listed above? ☐ Yes ☐ No

Complete this information for each parcel that is in a separate location from the main farm address:

FIELD NUMBERS	PARCEL ADDRESS/ LEGAL DESCRIPTION	NO. ACRES		RENTED (R)/ OWNED (O)
		ORGANIC/CONVENTIONAL O C		

Section 3: Seeds

The NOP Rules requires the use of organically grown seeds, unless the variety is not commercially available, except, that, organically produced seed must be used for the production of edible sprouts. Synthetic seed treatments are prohibited unless included on the National List. Genetically engineered / modified (GMO) seeds and inoculants are prohibited in organic production. The NOP Rule uses the phrase "excluded methods" to refer to GMO products. Please save all seed and inoculant labels, and documentation of commercial unavailability of organic seeds for verification.

LIST ALL SEEDS USED IN ORGANIC PRODUCTION: (use attachment if necessary)

☐ No seeds used

SEED (Include cover crops)	BRAND NAME	TYPE OF TREATMENT	IS SEED CERTIFIED ORGANIC?	IF SEED IS NOT ORGANIC YOU MUST PROVIDE DOCUMENTATION OF ATTEMPTS TO SOURCE ORGANIC SEED

NOTE: The cost of organic seed is not a valid justification for the use of non-organic seeds.

Section 4: Source of Seedlings and Perennial Stock

Annual seedlings must be produced according to organic standards. Non-organic perennial plants (planting stock) must be managed organically for at least one year prior to harvest of crop or sale of the plant as certified organic planting stock. Organic seedlings and planting stock must be used if commercially available.

A. IF YOU PURCHASE ORGANIC SEEDLINGS:

☐ None purchased

Seedling Variety	Organic Supplier	Supplier's Certification Agent (include a copy of the supplier's current organic certificate)

B. IF YOU GROW ORGANIC SEEDLINGS ON-FARM:

☐ None grown

What type and size is your greenhouse?

Do you raise potted plants or plant the crops directly in the ground in the greenhouse?

If treated wood is used in any part of your greenhouse, where is it used (which part of the structure)?

List all soil mix ingredients, fertility products, foliar sprays, pest and disease inputs used or planned for use in your organic greenhouse operation.

Attach labels and have labels available for inspection.

ATTACH ADDITIONAL SHEETS IF NEEDED

Product	Brand Name or Source	Status: Approved (A), Restricted (R) Prohibited (P)	If Restricted, describe compliance with NOP rule

What inputs (fertilizer, insecticides, etc) are used through your watering system, if any?

How do you prevent seedling diseases or insect problems?

C. IF YOU GROW BOTH ORGANIC AND NON-ORGANIC PLANTS IN YOUR GREENHOUSE:

☐ Not applicable

How do you separate and identify organic and non-organic growing areas?

How do you prevent commingling of organic and non-organic soil mixes during mixing and storage?

How do you label organic and non-organic seedlings/plants?

What inputs (fertilizers, insecticides) are used in your watering system?

How do you prevent drift of prohibited materials through ventilation and/or watering systems?

How do you clean seedling containers and equipment?

Where do you store inputs used for non-organic production?

D. PERENNIAL STOCK: (Use additional sheets if necessary)

☐ Not applicable

DATE PLANTED	PLANT TYPE	TRANSPLANT SOURCE	ORGANIC	NON-ORGANIC *	EXPECTED HARVEST DATE

* Keep documentation of commercial unavailability.

Did you or do you plan to graft any perennial crops this year?

☐ Yes ☐ No

If yes, provide details (location, varieties, grafting materials):

Section 5: Soil and Crop; Fertility Management

The NOP Rule requires active management to build soil fertility, manage plant nutrients, protect natural resources, and prevent soil erosion. A diversified crop rotation is required. All fertility inputs must be approved. A "restricted" input refers to an approved material on the National List that has a specific annotation for its use (see NOP Rule 205.601(j)(1-8), (k) and 205.602(g) and (h)). If you use a "restricted" material, you must provide evidence of how you address the annotation. Under NOP Rule 205.201(a)(3), the operator must monitor fertility practices and procedures to verify that the organic plan is effectively implemented. Plant and animal materials (manure, compost, and uncomposted plant materials) must be managed so that they do not contribute to contamination of crops, soil, and water by plant nutrients, pathogenic organisms, heavy metals, or residues of prohibited substances.

A. GENERAL INFORMATION

What are your soil types?

What are your soil/nutrient deficiencies? *Attach copies of test results.*

☐ No deficiencies

How do you monitor the effectiveness of your fertility management program?

- ☐ soil testing ☐ microbiological testing ☐ tissue testing ☐ observation of soil
☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing
☐ other (specify)

Have copies of test results available for inspection.

How often do you conduct fertility monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

Rate the effectiveness of your fertility management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate in your fertility management program?

What are the major components of your soil and crop fertility plan?

- ☐ crop rotation ☐ soil amendments ☐ side dressing ☐ foliar fertilizers ☐ compost ☐ soil inoculants
☐ on-farm manure ☐ off-farm manure ☐ interplanting ☐ biodynamic preparations ☐ summer fallow
☐ strip cropping ☐ incorporation of crop residues ☐ subsoiling ☐ conservation tillage
☐ other (specify)

List all green manure and cover crops used:

Do you use liquid nitrogen with a concentration of greater than 3% N? ☐ Yes ☐ No

- If yes, please attach third-party material evaluation document.

Do you burn crop residues? ☐ Yes ☐ No *If yes, please describe what materials are burned and why.*

Do you apply sewage sludge to fields? ☐ Yes ☐ No, *If Yes, list fields where applied.*

List all fertility products intended for use in the current season on proposed organic fields.

☐ Not applicable (no fertility inputs used)

All fertility inputs used during the current year and previous three years must also be listed on your Field Histories.

Attach copies of labels.

Attach additional sheets if needed.

PRODUCT	BRAND NAME OR SOURCE	STATUS: APPROVED (A) RESTRICTED (R)	REASON FOR USE OF PRODUCT	NUMBER OF APPLICATIONS PER YEAR

If you are using any restricted (R) fertility inputs, describe your plan to reduce or eliminate their use: ☐ Not applicable

If you use fertilizers with high salt content (sodium nitrate, potassium sulfate, etc.), how do you prevent salt buildup? ☐ Not applicable

B. Compost Use. ☐ Not applicable (no compost used)

NOP RULE § 205.203(c)(2) requires that the composting process must include an initial C:N ratio of between 25:1 and 40:1 and maintenance of temperatures between 131° and 170°F for a specific number of days, depending on the method of composting. Keep a compost production record (or obtain a record from the compost supplier) to verify compliance. (If CDA cannot verify that compost which contains animal manure meets the requirements in § 205.203 (c)(2) through records, it will be considered raw manure and must meet the preharvest interval when used on products for human consumption according to § 205.203(c)(1).)

Did you purchase compost? ☐ Yes ☐ No

If yes, attach documentation from the supplier stating the requirements of NOP Rule 205.203(c)(2) have been met.
If no, complete the remaining questions in this section.

List all compost ingredients and additives.

What composting method do you use? ☐ in-vessel ☐ static ☐ aerated pile ☐ windrows ☐ other (specify)

What is the initial C:N ratio of your compost?

Do you monitor temperature? ☐ Yes ☐ No

If yes, what temperature is maintained?

How long is this temperature maintained?

If compost is windrowed, how many times are materials turned?

C. Manure Use

NOP RULE 205.203(c)(1) requires that raw manure must be fully composted unless applied to fields with crops not for human consumption, or incorporated into the soil 120 days prior to harvest for crops whose edible portion has direct contact with the soil, or 90 days prior to harvest for all other crops for human consumption.

Do you use manure? ☐ Yes ☐ No

What type of crops do you grow on soils to which manure is applied (check all that apply)?

- ☐ crops not used for human consumption ☐ crops for human consumption whose edible portion has direct contact with the soil
☐ crops for human consumption whose edible portion does not have direct contact with the soil

If you grow crops for human consumption and use uncomposted manure, complete the following table. Include manure deposited by grazing livestock.

Crops	Field Numbers	Date Manure is Incorporated	Expected Date of Harvest

What is the source of the manure you use?

☐ on-farm

☐ off-farm

☐ both

List all sources of off-farm manure.

List all manure ingredients/additives (bedding materials, etc.).

If you use off-farm sources of manure, what are the potential contaminants (pit additives, feed additives, heavy metals, etc.) from these sources?

Attach residue analysis/additive specifications of off-farm manure if available.

D. Natural Resources

NOP Rule 205.200 AND 205.203(a) requires that production practices must maintain or improve the natural resources of the operation, including soil and water quality. Practices must minimize erosion. Water tests are required for nitrate and coliform bacteria if water is used for washing/processing organic products. Irrigation water should not contaminate organic crops with prohibited materials. Methods to conserve water usage should be part of the irrigation plan. Attach water test results if applicable.

How often do you conduct conservation monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

Describe how you monitor the effectiveness of your soil conservation program.

What conservation practices are used?

- ☐ terraces ☐ contour farming ☐ strip cropping ☐ under sowing / inter-planting ☐ winter cover crops
☐ conservation tillage ☐ permanent waterways ☐ field windbreaks ☐ firebreaks ☐ tree line(s)
☐ retention ponds ☐ riparian management ☐ maintain wildlife habitat ☐ maintain crop residue
☐ reduce fallow ☐ green manure / cover crops ☐ other (specify)

What soil erosion problems do you experience (why and on which fields)?

Describe your efforts to minimize soil erosion problems listed above.

WATER USE:

☐ none

For what purposes is water used on your operation:

☐ irrigation ☐ livestock ☐ foliar sprays ☐ washing crops ☐ greenhouse ☐ other (specify)

Source of water:

☐ on-site well(s) ☐ river/creek/pond ☐ spring ☐ municipal / county ☐ irrigation district ☐ other (specify)

Name of municipal / irrigation district, if applicable.

Include current water tests for coliform bacteria and nitrates.

Type of irrigation system:☐ none☐ drip ☐ flood ☐ overhead sprinkler ☐ other (specify)**What input products (fertilizers, insecticides, etc.) are applied through the irrigation system?**☐ none**What products do you use to clean irrigation lines/nozzles?**☐ none**Is the system shared with another operator?** ☐ Yes ☐ No

If yes, what inputs and/or cleaning products do they use?

Is the system flushed between non-organic and organic use? ☐ Yes ☐ No ☐ N/A (no non-organic use)

If Yes, how is the flush documented?

How often do you conduct water quality monitoring?☐ weekly ☐ monthly ☐ annually ☐ as needed other ☐ (specify):**Describe how you monitor the effectiveness of your water quality program.****What practices are used to protect water quality?** Check all that apply.☐ fencing livestock from waterways ☐ scheduled use of water to conserve its use ☐ tensiometer/monitoring
☐ laser leveling/land forming ☐ drip irrigation ☐ micro-spray ☐ other (specify)**List known contaminants in water supplies in your area.** *Attach residue analysis and / or salinity test results if available.***What water contamination problems do you experience (why and where)?****Describe your efforts to minimize the water contamination problems listed above.****Section 6: Crop Management**

The NOP Rule requires a crop rotation plan that maximizes soil organic matter content, prevents weed, pest and disease problems, and manages deficient or excess plant nutrients. Your crop rotation may include sod, cover crops, green manure crops and catch crops. Producers must utilize sanitation measures to remove disease vectors, weed seeds and habitat for pests. Cultural practices, including selection of plant species and varieties adapted to site-specific conditions, must be used to enhance crop health. Approved synthetic materials on the National List 205.601 may only be used when management practices are insufficient to prevent or control problems. All weed, pest and disease inputs must be approved. A "restricted" input has specific annotations for its use. If you use a "restricted" material, you must provide evidence of how you address the annotation.

A. CROP ROTATION PLANS:

CROP ROTATION PLAN (LIST CROP SEQUENCE INCLUDE GREEN MANURE, COVER CROPS AND FALLOW)	FIELD NUMBERS WHERE PLAN IS FOLLOWED	ANTICIPATED CHANGES

B. WEED MANAGEMENT PLAN:

How often do you conduct weed monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

How do you monitor the effectiveness of your weed management program? ☐ weed counts
☐ observation of weed types ☐ observation of crop health ☐ comparison of crop yields
☐ records of observations / counts ☐ other (specify)

What are your problem weeds?

☐ No weed problems

What weed control methods do you use?

☐ crop rotation ☐ tillage ☐ prevention of weed seed set ☐ seeding monitoring ☐ use of fast emerging varieties
☐ mechanical cultivation ☐ hand weeding ☐ mowing ☐ livestock grazing ☐ flame weeding
☐ smother crops ☐ fallow ☐ black non-synthetic mulch ☐ synthetic mulch ☐ soap-based herbicides
☐ cover crops ☐ green manure crops ☐ other (specify)

Do you keep a record of how often you utilize these weed control methods, (e.g., dates and fields when you cultivate or flame weed a specific field?) ☐ yes ☐ no

If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season?
☐ Yes ☐ No If no, why not?

If you use newspaper or other recycled paper for mulch, do you use paper with glossy or colored inks? ☐ Yes ☐ No

Rate the effectiveness of your weed management program: ☐ excellent ☐ satisfactory ☐ needs improvement
 What changes do you anticipate?

List all weed control products used or intended for use in the current season on proposed organic fields/crops. All weed control inputs used during the current year and in the previous three years must also be listed on your Field Histories.

Attach labels for all inputs.

Attach Additional Sheets if Needed.

☐ Not applicable (No weed control products used)

Weed problem	Control product	Status: Approved (A), Restricted (R), Prohibited (P)

If you use restricted weed control inputs, describe your plan to reduce or eliminate their use:

C. PEST MANAGEMENT PLAN:

How often do you conduct pest monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed
☐ other (specify)

How do you monitor the effectiveness of your pest management program?

☐ insect monitoring with traps ☐ observation of crop health ☐ comparison of crop yields
☐ crop quality testing ☐ monitoring records kept ☐ other (specify)

Have copies of any test results available for inspection.

What are your problem pests? ☐ No pest problems

☐ insects (list)

☐ rodents ☐ gophers ☐ birds ☐ other animals:

Do you work with a pest control advisor? ☐ yes ☐ no If yes, give name

What strategies do you use to control pest damage to field crops?☐ None

- ☐ crop rotation ☐ selection of plant species/varieties ☐ development of habitat for natural enemies
☐ timing of planting ☐ companion planting ☐ hand picking ☐ monitoring ☐ trap crops
☐ physical barriers ☐ physical removal ☐ traps ☐ lures ☐ IPM ☐ insect repellents
☐ animal repellents ☐ release of predators/parasites of pest species ☐ use of approved products
☐ use of restricted products ☐ limited use of prohibited products ☐ other (specify)

Do you keep a record of how often you utilize these pest control methods, (e.g., dates when you scout or apply inputs to a specific field or crop)? ☐ Yes ☐ No

Rate the effectiveness of your pest management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

List all pest control products used or intended for use in the current season on proposed organic fields / crops. All pest control inputs used during the current year and in the previous three years must also be listed on your Field History Sheets.

Attach Additional Sheets if Needed.

☐ Not applicable (No pest control products used)

PEST PROBLEM	CONTROL PRODUCT (Row cover, mulch, and cover crops included)	STATUS: APPROVED (A) RESTRICTED (R)

If you use restricted pest management control inputs, describe your plan to reduce or eliminate their use:

D. DISEASE MANAGEMENT PLAN:

How often do you conduct disease monitoring? ☐ weekly ☐ monthly ☐ annually ☐ as needed

☐ other (specify)

How do you monitor the effectiveness of your disease management program?

- ☐ soil testing ☐ microbiological testing ☐ tissue testing ☐ observation of soil
☐ observation of crop health ☐ comparison of crop yields ☐ crop quality testing
☐ monitoring records kept ☐ other (specify)

Have copies of any test results available for inspection.

What are your problem crop diseases?

☐ No disease problems

What disease prevention strategies do you use?☐ None

- ☐ crop rotation ☐ field sanitation ☐ selection of plant species/varieties ☐ timing of planting/cultivating
☐ plant spacing ☐ vector management ☐ companion planting ☐ compost/tea use
☐ use of approved materials ☐ use of restricted materials ☐ limited use of prohibited materials
☐ other (specify)

Rate the effectiveness of your disease management program: ☐ excellent ☐ satisfactory ☐ needs improvement

What changes do you anticipate?

List all disease management inputs used or intended for use on proposed organic fields / crops. All disease control inputs used during the current year and in the previous three years must also be listed on your Field Histories.

Attach Additional Sheets if Needed

☐ Not Applicable (No disease management inputs used)

Disease Problem	Control Product	Status: Approved (A) Restricted (R)

If you use restricted disease prevention inputs, describe your plan to reduce or eliminate their use:

Section 7: Maintenance of Organic Integrity

A. ADJOINING LAND USE: The NOP RULE requires that organic production areas have distinct boundaries and buffer zones to prevent the unintended application of a prohibited substance or contact with a prohibited substance that is applied to adjoining land not under organic management. Adjoining land includes cropland, pastures, residential property, fallow land, etc. Buffer areas may change annually, depending on contamination potential from adjoining land uses. While there is no minimum buffer size requirement, the NOP Rule requires that the buffer must be sufficient in size or other features (windbreaks, diversion ditches) to prevent the unintended contact by prohibited substances applied to adjacent land areas. Crops within the required buffer must be left unharvested or harvested, stored, and disposed of as non-organic crop, with records kept to document crop disposition. Indicate buffer zones and show all adjoining land uses on your field maps.

What safeguards do you use to prevent accidental contamination of organic crops?

☐ None

Written notification to: ☐ highway departments ☐ electric companies ☐ aerial spray companies/airports
☐ adjoining landowners ☐ farm service (FSA) office ☐ other (specify)

Do you post signs along roadsides that adjoin organic fields? ☐ Yes ☐ No

How do you monitor for crop contamination:

☐ Visual observation ☐ residue analysis ☐ GMO testing ☐ photographs ☐ wind direction/speed data
☐ other (specify)

How often do you conduct crop contamination monitoring?

☐ weekly ☐ monthly ☐ annually ☐ as needed ☐ other (specify)

List specific buffer areas around your fields

☐ No buffers used

(Buffers and adjoining land uses must also be shown on field maps)

Location/Field Numbers	Type of Buffer (e.g. roadway, unfarmed ground, cropland*, grass strip, etc.)	Width of Buffer	Adjoining land use	If crop is harvested from buffer, describe use (sale, nonorganic livestock feed, seed, etc)

If crops are harvested from the buffer zones with the same equipment used for harvesting organic crops, what safeguards do you use to protect organic crops from contact with buffer crops.

B. PARALLEL AND SPLIT PRODUCTION:

Do you grow the same crops organically and non-organically (including transition crops)? ☐ Yes ☐ No

If Yes, complete the tables below.

Which category best describes your current operation?

☐ 100% organic ☐ predominantly organic ☐ predominantly conventional crop production

If you farm conventionally, do you plan to fully convert to 100% organic production? ☐ Yes ☐ No ☐ N/A (no conventional acres)

If Yes, what is your plan and time frame for conversion to organic production?

If you grow any conventional crops, please fill out the following table

☐ Not applicable

SPECIFIC CROPS/VARIETIES	FIELD NOS.	CHECK IF GMO	ORGANIC VARIETY OF SAME CROP	TOTAL ACREAGE	PLANNED USE AND/OR STORAGE AREAS

List all fertilizers and soil amendments used for conventional production:

☐ Not applicable

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM (C)	FIELD NUMBERS WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

List all herbicides/pesticides used for conventional production:

☐ Not applicable

PRODUCT NAME	WHO APPLIES? SELF (S) CUSTOM (C)	FIELD NUMBERS WHERE APPLIED	WHERE STORED? (ON-FARM OR OFF-FARM; WHERE ON FARM?)

C. EQUIPMENT:

To prevent commingling and contamination, all equipment used in organic crop production must be free of non-organic crops (residues) and prohibited materials. Contamination includes risk from oil, fuel, and hydraulic fluids. Equipment used for both organic and non-organic farming must be cleaned prior to use on organic fields or crops. Keep records of equipment cleaning.

List equipment used for planting, tillage, spraying and harvesting (includes tractors, trucks, etc):

☐ Not applicable

EQUIPMENT NAME/TYPE	OWNED (O), RENTED (R), CUSTOM(C)	CHECK (✓) IF USED ON BOTH ORGANIC & CONVENTIONAL (includes transitional operations/fields)	HOW IS EQUIPMENT CLEANED BEFORE USE ON ORGANIC FIELDS? If equipment is sanitized please indicate if clear water rinse is used

Is your equipment maintained so that fuel, oil and hydraulic fluid do not leak? ☐ Yes ☐ No ☐ Not applicable

If you use a sprayer (on organic crops or fields)

☐ Not applicable

List type Did you purchase it new (N) or used (U)?

Other equipment: Could any equipment you use have been contaminated by previous uses? ☐ Yes ☐ No

If yes, describe:

D. HARVEST:

NOP Rule 205.272(b)(1) and (2) require that containers, bins, and packaging materials must not contain synthetic fungicides, preservatives, or fumigants. All reusable containers must be thoroughly cleaned and pose no risk of contamination prior to use.

How are your organic crops harvested? ☐ mechanical ☐ by hand

Are any organic crops custom harvested? ☐ Yes ☐ No

If yes provide name and address of custom harvester:

Describe steps taken to protect organic crops from commingling and contamination during harvest:

What containers are used for harvesting? ☐ gravity wagons/boxes ☐ truck boxes ☐ cardboard/waxed boxes
☐ wooden totes ☐ plastic containers ☐ other (specify)

Are containers new or used? ☐ New ☐ used if used, what did they contain prior to organic use?

Are containers cleaned prior to organic crop harvesting? ☐ Yes ☐ No ☐ N/A

If sanitized is a clear water rinse used? ☐ Yes ☐ No

Are the containers used for organic crops only? ☐ Yes ☐ No

What potential contamination or commingling problems do you have with harvest or transport of organic crops? ☐ None

E. POST-HARVEST HANDLING:

☐ Not applicable

NOP Rule 205.201(a)(5) requires that post-harvest handling procedures do not contaminate organic products with non-organic crops, residues or prohibited materials.

(Note: For on-farm processing, you may need to complete an Organic Process/Handling Plan Questionnaire.)

Describe your post-harvest handling procedures and equipment:

Is the processing area and equipment used for both organic and non-organic crops/products? ☐ Yes ☐ No

If yes, describe steps taken to prevent commingling and contamination. _____

Does packaging present any contamination problems for your organic products? ☐ Yes ☐ No

If yes, what are they?

Check types of packaging material used: ☐ bulk (no packing materials) ☐ paper ☐ cardboard ☐ wood

☐ glass ☐ metal ☐ foil ☐ plastic ☐ waxed paper ☐ aseptic ☐ natural fiber

☐ synthetic fiber ☐ other (specify)

In what form are finished products shipped?

☐ dry bulk ☐ liquid bulk ☐ tote bags ☐ tote boxes

☐ paper bags ☐ foil bags ☐ metal drums ☐ mesh bags ☐ cardboard drums ☐ cardboard cases

☐ plastic crates ☐ other (specify)

F. CROP STORAGE:

Operators must keep organic and non-organic crops in separate storage areas and prevent commingling and contamination. Storage records must be maintained.

☐ No organic crop storage

Describe your storage locations:

STORAGE ID#	TYPE OF CROPS STORED	TYPE OF STORAGE	CAPACITY	ORGANIC (O) OR CONVENTIONAL (C)

Do you use the same storage areas for organic and non-organic crops? ☐ Yes ☐ No

If yes, how do you segregate organic crops from non-organic crops?

If yes, how do you clean storage units prior to storage of organic crops?

How do you prevent/control insect pests in stored organic crops?

☐ No insect problems

How do you control rodents in organic crop storage areas?

☐ No rodent problems

What stored crop inputs have you used in the last three years?

☐ None

☐ synthetic fumigants ☐ rodenticides ☐ sprouting inhibitors ☐ ripeners ☐ growth regulators

☐ preservatives ☐ oils ☐ coloring agents ☐ waxes ☐ Diatomaceous earth ☐ other

Are any stored crop inputs used or planned for use on organic crops or in organic storage areas this year?

☐ Yes ☐ No

If Yes, list inputs and retain labels:

G. TRANSPORTATION:☐ Not applicable**Who is responsible for arranging transportation of organic products:**☐ self ☐ buyer ☐ other**Describe how organic products are transported (from field/harvest/storage to sale):****What potential contamination or commingling problems do you have with the transport of organic crops?**☐ none ☐ describe**What steps are taken to protect the integrity of organic products during transport?**☐ dedicated organic only ☐ inspecting transport units prior to loading ☐ cleaning transport units prior to loading
☐ use of Clean Truck Affidavits ☐ letter/contract with transport company stating organic requirements
☐ other (specify)**How are methods of protecting organic product integrity during transport documented?***Have this documentation available for inspection***Section 8: Record Keeping System****NOP Rule requires that records disclose all activities and transactions of the operation, be maintained for 5 years, and demonstrate compliance with the NOP Rule. Organic products must be tracked back to the field/location where they were produced/harvested. All records must be available to view and/or copy.****RECORDS:****Which of the following records do you keep for organic production?**

- ☐ field maps ☐ field activity log(s)
- ☐ machine use log(s) ☐ field histories (crops grown and dates and rates of all inputs applied)
- ☐ planting records (dates and seeding rates)
- ☐ documentation of previous land use for rented and/or newly purchased land
- ☐ input records for soil amendments, seeds, manure, foliar sprays and pest control products (keep all labels)
- ☐ documentation of attempts to source organic seeds and/or planting stock
- ☐ documentation of organic seedlings
- ☐ residue analyses of inputs (i.e., manure sourced off-farm)
- ☐ compost production records
- ☐ monitoring records (soil tests, tissue tests, water tests, quality tests, observational)
- ☐ equipment cleaning records
- ☐ harvest records that show field numbers, date of harvest and harvest amounts (including custom harvest records)
- ☐ labor records
- ☐ storage records that show storage location, storage identification, field numbers, amounts stored, and cleaning activities
- ☐ clean transport records
- ☐ sales records (purchase order, contract, invoice, cash receipts, cash receipt journal, sales journal, etc.)
- ☐ shipping records (scale ticket, dump station ticket, bill of lading)
- ☐ transaction Certificates
- ☐ audit control summary
- ☐ other (please specify)

How long do you keep your records?

Which of the following records do you keep for non-organic production? ☐ Not applicable (no non-organic production)

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> field maps | <input type="checkbox"/> labor records | <input type="checkbox"/> field history sheets | <input type="checkbox"/> storage records |
| <input type="checkbox"/> input records | <input type="checkbox"/> sales records | <input type="checkbox"/> harvest records | <input type="checkbox"/> shipping records |
| <input type="checkbox"/> complaints to operators | <input type="checkbox"/> other (specify) _____ | | |

Type of marketing (how do you sell your products):

- | | | | | |
|---|--|--|---|------------------------------------|
| <input type="checkbox"/> farmers market | <input type="checkbox"/> direct to retail | <input type="checkbox"/> contract to buyer | <input type="checkbox"/> CSA/subscription service | <input type="checkbox"/> wholesale |
| <input type="checkbox"/> on-farm retail | <input type="checkbox"/> bulk commodities to processor | | <input type="checkbox"/> other (specify) | |

Do you use or plan to use the USDA organic seal on product labels or market information? ☐ Yes ☐ No

Do you use or plan to use the Colorado Department of Agriculture Organic Certification Program Seal? ☐ Yes ☐ No

Do you use or plan to use any other seals or labels on organic products? ☐ Yes ☐ No

If yes, describe seals/labels, on what products they are used and under what circumstances they are used.

Attach copies of all organic product labels

In the development of this questionnaire we have tried to provide an opportunity to include all items required in the organic systems plan as required in § 205.201, organic production and handling system plan. § 205.201 states that:

(a) The producer or handler of a production or handling operation, except as exempt or excluded under §205.101, intending to sell, label, or represent agricultural products as “100 percent organic,” “organic,” or “made with organic (specified ingredients or food group(s))” must develop an organic production or handling system plan that is agreed to by the producer or handler and an accredited certifying agent. An organic system plan must meet the requirements set forth in this section for organic production or handling. An organic production or handling system plan must include:

(1) A description of practices and procedures to be performed and maintained, including the frequency with which they will be performed. *If through the completion of this questionnaire there are any practices or procedures that you perform that have not been described or documented include them here.*

(2) A list of each substance to be used as a production or handling input, indicating its composition, source, location(s) where it will be used, and documentation of commercial availability, as applicable; *If through the completion of this questionnaire there are any substances that are used that have not been listed and documented, include them here and describe their composition, source, location where used and documentation of commercial availability if applicable.*

(3) A description of the monitoring practices and procedures to be performed and maintained, including the frequency with which they will be performed, to verify that the plan is effectively implemented; *If through the completion of this questionnaire there are monitoring practices and procedures that you perform and maintain that are not listed and documented, include them here and describe the frequency they are performed. This may include how you train and monitor employees to ensure they follow appropriate practices for organic production.*

(4) A description of the recordkeeping system implemented to comply with the requirements established in §205.103; *if during the completion of this questionnaire there are recordkeeping items that have not been described and documented that should be to comply with the recordkeeping keeping requirements in §205.103, make sure they are included here.*

(5) A description of the management practices and physical barriers established to prevent commingling of organic and non-organic products on a split operation and to prevent contact of organic production and handling operations and products with prohibited substances; *if any management practices or physical barriers have not been described include them here.*

(6) Include any additional information that will help the Colorado Department of Agriculture determine if your operation meets the NOP rules.

Attach additional sheets if this is needed.

Section 9: Affirmation

I affirm that all statements made in this application are true and correct. No prohibited products have been applied to any of my organically managed fields during the three-year period prior to projected harvest. I understand that the operation may be subject to unannounced inspection and/or sampling for residues at any time as deemed appropriate to ensure compliance with the NOP Rules. I understand that acceptance of this form in no way implies granting of certification by the Colorado Department of Agriculture. I agree to follow all the applicable organic standards set forth in the National Organic Program regulations, 7 CFR Part 205.

Signature of Operator: _____ Date: _____

The business is operating as a:

- ☐ Sole Proprietorship
☐ Partnership
☐ Corporation Date Incorporated: _____
☐ Other Describe: _____

List the person(s) authorized to receive and accept service of summons and legal notices of all kinds for the applicant in the state of Colorado.

Name: _____ Title: _____

Complete Address: _____

I have attached the following additional documents:

- ☐ Notices of non-compliance or denial of certification from other certifying agencies
- ☐ Description of corrective actions taken regarding previous non-compliance(s) and evidence of such actions
- ☐ Maps of all parcels/fields (showing adjoining land use, buffers and field identification)
- ☐ Field history sheets (with letter of three-year history for fields owned or rented for less than three years)
- ☐ Documentation of fields owned or rented for less than three years, if applicable
- ☐ Water test, if applicable
- ☐ Soil and/or plant tissue tests, if applicable
- ☐ Residue analyses, if applicable
- ☐ Input product labels, if applicable
- ☐ Organic product labels, if applicable
- ☐ Inspection Appointment Form with directions to inspection location
- ☐ Others - please list: _____

☐ I have made copies of this form and other supporting documents for my own records.

Submit completed application, fees and supporting documentation to:

**COLORADO DEPARTMENT OF AGRICULTURE
Division of Plant Industry
700 Kipling Street, Suite 4000
Lakewood, Colorado 80215-8000**

Space for additional information

Applicant/Company Name

Information for Question/Section:

Information for Question/Section:

Information for Question/Section:

Information for Question/Section:

Space for additional information

Applicant/Company Name

Information for Question/Section:

Information for Question/Section:

Information for Question/Section:

Information for Question/Section:

Notes on filling in this Questionnaire

PAGE 1

Question: List all crops requested for certification.

All crops that you are wanting to have certified. For example, wheat, apples, carrots, seedlings.

Question: For re-certification, were conditions placed on your last year's certification?

The conditions will be listed on the letter given after the final review and with the certificate

Question: Were all conditions addressed?

Did your operation submit the necessary information to the CDA to deal with the above listed conditions?

Question: Have you ever been denied certification? If yes, describe the circumstances.

Describe the circumstances surrounding the denial of certification

Do you have any outstanding noncompliances? If yes, what is the noncompliance(s)?

Non-compliances and conditions are not the same. Address the non-compliances from the letter given after the final review.

Attach documentation if necessary

PAGE 2

Farm Plan Information Table:

- 1. This must include all fields and all crops,*
- 2. This table must correlate with the Field History Sheet,*
- 3. The intention of this table is to illustrate you plan for the current certification season/year. This plan must match plan detailed on Field History Sheet,*
- 4. Possible records that may be requested during the certification process include: field maps, spreadsheet or calculations for yield goals, input records including nutrient and pest management application records.*

Column: Organic, Transitional, Non-Organic

List the status of the field for the current year. This should correlate with the Field History Sheet.

Column: Field Number

This number/letter should be the same one listed on the field map and Field History Sheet.

Column: Total Acres per Crop

Estimate the total amount of acreage for this crop. This information could be used for an audit.

Column: Projected Yield per Acre

Estimate the yield for the crop listed at the end of the growing season. This information may be used for an audit.

Column: Projected Total Production

Multiply Total Acres per Crop by Projected Yield per Acre to find the Projected Total Production.

Field: Total Acres Organic

Add the organic Total Acres per Crop together to find the Total Acres Organic amount.

Section 2 History and Eligibility:

Question: Have you completed a three-year history form for all sites used for organic crop production?

This is referring to the Field History Sheet.

Question: Have you managed all areas intended for organic crop production for 3 or more years?

If NO, a Land Use Affidavit must be included within your OSP.

History and Eligibility Table:

Possible records that may be requested during the certification process include: land use affidavit.

PAGE 3

Section 3 Seeds Table:

- 1. Documentation is required that demonstrates your efforts to locate an organic seed source,*
- 2. A call log to 3 suppliers that typically have organic seed available is acceptable to demonstrate lack of available supply, variety or quality. The organic seed non-availability documentation' form will supply this information. MUST ASK FOR ORGANIC CERTIFICATE FROM SEED SUPPLIER.*
- 3. Possible records that may be requested during the certification process include: seed purchase invoice, phone log or email documentation used in search for acquiring organic seed.*

Section 4A If You Purchase Organic Seedlings Table:

- 1. Seedling supplier must have certified seedlings (i.e. on page 1 in the Crops Requested for Certification table seedlings must be listed on the supplier application). Therefore, it is understood that the seedlings are in fact certified organic.*
- 2. If no seedlings are used, please check the 'not applicable' box.*
- 3. Possible records that may be requested during the certification process include: log of inquiries for acquiring organic seedlings'.*

Notes on filling in this Questionnaire

PAGE 3 (Continued)

Section 4B If You Grow Organic Seedlings On-Farm:

Question: What type and size is your greenhouse

List the type of structure (Quonset, Modified A-Frame, etc..) and the square footage.

Question: Do you raise potted plants or plant directly in the ground in the greenhouse?

If plant directly into the ground, you must have a land use affidavit or Field History Sheet attached to the plan that shows there were no prohibited substances used on the land/area for the last 36 months.

Question: If treated wood is used in any part of your greenhouse, where is it used (which part of the structure)?

Explain where the wood is located, what it is treated with and if it comes into contact with organic product.

If You Grow Organic Seedlings On-Farm Table:

1. Check the NOP rules 205.601 and 205.602 to help you justify use of restricted materials,
2. The following may be input as an example in the table columns: product- oil, brand name-xxx neem, status - R (for restricted), describe compliance - 205.601 a6, oils - horticultural - narrow range oils as dormant, suffocating and summer oils.
3. Please check 'not applicable' box if this section is not applicable for your operation,
4. Possible records that may be requested during the certification process include: product labels Xeroxed from product containers (Not MSDS forms) for all system inputs (soil, fertility, pests, greenhouse, etc.)

Column: Brand Name of Source

List the name of the input or supplier.

Column: If Restricted, describe compliance with NOP rule

Cite the NOP rule that applies to the use of this substance.

PAGE 4

Section 4C If You Grow Both Organic and Non-Organic Plants in Your Greenhouse:

If this section does not pertain to your operation check the not applicable box.

1. Consistent use of organic vs. non-organic 'side' of greenhouse or bench is OK. These distinct areas must be clearly differentiated and preferentially labeled so all staff is aware of the designation,
2. Possible records that may be requested during the certification process include: map of greenhouse that includes all storage cabinets/drawers and planting and spraying records that contain location information.

Section 4D Perennial Stock Table:

1. This table helps demonstrate that stock is organic or that non-organic stock will not be harvested as certified organic product for at least 12 months while being maintained organically. For example: supply documentation that no organic strawberry stock was available at time of purchase. Use similar call or email logs. Since this strawberry plant stock must not be harvested and sold as an organic product prior to the end of the 12 month period, please include harvest and sales records to demonstrate this.
2. Please check the 'not applicable' box if this does not apply to your operation.
3. Possible records that may be requested during the certification process include: organic certificate from the seller or invoice for purchase of organic or non-organic plans and harvest logs.

PAGE 5

Section 5 General Section (A):

Question 1: What are your soil types?

Please provide general soil information here and more specific information later. This question is requesting your general soil type. For example: clay, silt, loam, etc.,

Question 2: What are your soil/nutrient deficiencies?

Please identify any perennial challenges you have with your operation such as fertility, erosion, etc.

Question 3: How do you monitor the effectiveness of your fertility management program?

Please do not forget to fill in how you monitor the effectiveness of your fertility management plan.

Question 4: List all green manure and cover crops used.

All green manure and cover crop seeds that are used in your operation must be also included in the seed list in section 3.

Table: List all products intended for use in the current season on proposed organic fields.

1. All fertility inputs must be listed here (including manure, foliar sprays, compost, teas, etc.),
2. Please check the 'no deficiencies' box if your fields do not have nutrient deficiencies,
3. Possible records that may be requested during the certification process include: records from compost supplier are required to demonstrate the time/temperature during the composting process and fertility product labels (no MSDS sheets)

Notes on filling in this Questionnaire

PAGE 6

Section 5B Compost

Question: List all compost ingredients and additives

If you purchase the compost, attach letter to this questionnaire and write here 'See attached letter'. The letter received from the supplier should show the initial C:N ratio, temperature, etc..

PAGE 7

Section C Manure Use Table:

- 1. All crops grown for human consumption must be listed here if non-composted manure is part of the fertility plan. This table is designed to determine if all crops grown for human consumption have met the 120 day minimum time elapse from time of application/or deposition to harvest.*
- 2. This minimum time of 120 days applies to manure deposited by grazing livestock on cropping areas where products are being grown for human consumption.*
- 3. Possible records that may be requested during the certification process include: a letter stating that the manure used by your operation was supplied by _____ supplier.*

Section D Natural Resources:

- 1. Even if no natural resource problem exists, producer must fill out this box to demonstrate consistent monitoring and planning.*
- 2. Please add all cover crop seed listed in this section to the section 3 seed table.*
- 3. Possible records that may be requested during the certification process include: soil test records and any conservation records used to monitor system.*

Section D Water Use:

- 1. All questions in this section must be completed to illustrate producer monitoring of water use and quality.*
- 2. Possible records that may be requested during the certification process include: water test results, documentation for any products used.*

PAGE 8

Section 6A Crop Management:

- 1. All cropping systems including orchards should have cover crops listed. If you are listing cover crops please make sure the seeds are listed in section 3.*

PAGE 9

Section 6B Weed Management Plan:

- 1. Every question in this section MUST be completed even if you check the 'no weed problems' box.*
- 2. Pay particular attention to the question about annual removal of synthetic (plastic, for example) mulch. Annual removal of synthetic mulches is a mandatory cultural practice for certified organic field management.*
- 3. Possible records that may be requested during the certification process include: weed management product labels, weed monitoring record.'*

Question: *If you use plastic or other synthetic mulches, is the mulch removed at the end of the growing or harvest season? If no, explain the circumstances surrounding why the mulch is not removed.*

Section 6B Weed Management Plan Table

If your operation does not use weed control inputs then check the Not applicable box

Column: Control product

Include mulches and cover crops.

Cite the NOP Rule for the approved or restricted input mentioned.

Section C Pest Management Plan:

- 1. Every question must be filled out even if you check the 'no pest problems' box.*
- 2. Daily field walks and scouting should be listed if this is a method used by producer to assess pest pressure.*

Notes on filling in this Questionnaire

PAGE 10

Section D Disease Management Plan:

Every question must be answered even if you check the 'no disease problems' box.

Possible records that may be requested during the certification process include: product labels, field observation records, lab tests for plant tissue samples or soil samples.

Question: Rate the effectiveness of your disease management program.

It is required that you document how you monitor the effectiveness of your disease management plan. Please do not forget to fill in this question.

Question: How often do you conduct disease monitoring?

Field walks suffice for this scouting exercise.

Question: Rate the effectiveness of your disease management program? What changes do you anticipate?

If your plan rating is less than excellent, what changes will you make to try to make it an excellent rating?

PAGE 11

Disease Management Plan Input Table

Column: Disease Problem

List disease issue

Column: Control Product

Name of the product you use to control the listed disease

Column: Status Approved Restricted

Cite the NOP Rule for the approved or restricted input mentioned

Section 7A Maintenance of Organic Integrity:

Question: What safeguards do you use to prevent accidental contamination of organic crops?

Please attach letters to above-mentioned offices for review with your application.

Question: How do you monitor for crop contamination

This question should be completed even if no safeguards are in place.

Question: How often do you conduct crop contamination monitoring?

This question should be completed even if no safeguards are in place.

Table: List specific buffer areas around your fields.

Field maps should show all buffer areas.

PAGE 12

Section 7B Parallel and Split Production:

Question: Which category best describes your current operation?

For the Predominantly organic choice - Predominantly means 60% or more of your operation is organic.

PAGE 13

Section 7C Equipment Table: List equipment used for planting, tillage, spraying and harvesting (includes tractors, trucks, etc)

1. Please be specific when describing ALL equipment used on conventional/organic split farms and transitional farms.

2. Please provide detailed equipment clean out information in the last column in table.

3. Possible records that may be requested during the certification process include: equipment clean-out logs.

PAGE 14

Section 7D Harvest:

Question: What potential contamination or commingling problems do you have with harvest or transport of organic crops?

1. Please be sure to fill out this question by adding detail or checking the 'none' box.

Notes on filling in this Questionnaire

PAGE 15

Section 7F Crop Storage:

Question: Do you use the same storage areas for organic and non-organic crops?

- 1. If yes, how do you segregate organic crops from non-organic crops? Please indicate how you label the bins or containers to guarantee that they are not contaminated with non-organic products.*
- 2. Please remember to label grain bins and silos with appropriate organic or conventional labels.*
- 3. Possible records that may be requested during the certification process include: map with labeled areas for organic and non-organic products.*

PAGE 16

Section 7G Transportation:

- 1. Please include affidavits for all transportation questions that apply.*

Section 8 Record Keeping System:

Question: How long do you keep your records?

This must say 5 years and truly represent your actions in order to be granted certification.

PAGE 17

Section 8 Record Keeping System:

Question: Do you use or plan to use the USDA organic seal on product labels or market information?

Include all product labels.

Question: Do you use or plan to use any other seals or labels on organic products?

This includes Colorado Proud labels.

PAGE 18

This page provides space to include any other information about your operation and management strategies that you have not yet had the opportunity to explain or address.